

Return form to: Debbie McClurg
Standards and Assessment Division
721 Capitol Mall, 6th Floor
Sacramento, CA 95814

Apportionment Information Report and Certification: Stanford 9
Standardized Testing and Reporting (STAR) Program
Program Year: 1999-2000

California Department of Education (CDE)
Standards and Assessment Division

Report due no later than: June 16, 2000

Local Educational Agency							Contact	Telephone	FAX	Charter School ID*			*Only charter schools that are testing and reporting separately from the district. See instructions.
CD Code							Address	City	Zip				

Education Code Section 60640 specifies that each school district, charter school, and county office of education shall administer to each of its pupils in grades 2 to 11 inclusive, by May 15, the achievement test designated by the State Board of Education (SBE). In addition, the school district must provide two makeup days within 10 days of completed testing, but no later than May 25th. CDE shall apportion funds to enable districts to meet these requirements. The SBE shall establish the amount to be apportioned. In compliance with the requirements in EC Section 60640, please provide all information below for the Stanford 9 achievement test. Districts must submit this report within ten working days following the completion of testing, including makeup testing, or within ten days of the receipt of the form. The district superintendent and the district STAR coordinator must certify the accuracy of the information provided and compliance with requirements of the law. Apportionments will not be processed until all information and certifications are provided. Return the form by U.S. mail to the address above. Do not FAX copies. Please keep a copy for your records.

Categories		Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Total	CDE USE
A	Enrollment on the first day of testing <i>(do not use attendance figures, fall enrollment, or number of pre-identified answer documents)</i>												
B	Number of pupils exempted due to IEP <i>(special education pupils exempted based on an IEP statement that they are not to participate in statewide testing)</i>												
C	Number of pupils exempted per parent or guardian written request												
D	Total number of pupils tested <i>(number of test booklets or answer documents submitted for scoring. This row must be equal to or less than Row A – (Row B + Row C))</i>												
E	Number of tests administered with pre-identified answer documents												

Certification: I certify that except as to those pupils excused from testing based upon parent or guardian request (Education Code Section 60615) and those pupils with exceptional needs whose IEP exempts them from testing (Education Code Section 60640(e)), all the requirements of the Standardized Testing and Reporting program have been met and that the information provided on this form is complete and accurate. I further certify that the school district or charter school has maintained the security and integrity of the designated achievement test; collected all data and information as required by Sections 861 and 862; returned to the test publisher all test materials, answer documents, and other materials included as part of the designated achievement test in the manner and as otherwise required by the test publisher; and assisted the test publisher in the resolution of any discrepancies in the test information and materials as required by Section 868. [California Code of Regulations, Title 5, Section 857(c)]

Printed Name of District Superintendent (or Charter School Director)		Printed Name of District STAR Coordinator	
Superintendent's (or Charter School Director's) Signature	Date	STAR Coordinator's Signature	Date

Directions for Completing the
Apportionment Information Report and Certification
for the Standardized Testing and Reporting (STAR) Program

Stanford Achievement Test, Ninth Edition (Stanford 9)

Complete only one report for the district for the *Stanford 9 Achievement Test*. Districts with year round schools that tested in two or more waves are to combine the information for all waves on one form.

Charter Schools: *If a charter school is testing and reporting separately from the district, the STAR coordinator for that school and the charter director must collect the data for the school, submit the form, and sign and certify the information provided for the charter school only.*

1. Print or type all information at the top of each form. Be sure to include the 7-digit county/district code. Charter Schools must include the 3-digit charter school identifier also.
2. Row A: Enrollment on the first day of testing
For each grade served in the district, enter the district enrollment on the **first day of testing**. Districts with year-round schools that tested in two or more waves must enter the sum of the enrollments of the schools on the first day of testing for all waves (example: the enrollment of the schools, grades or tracks tested in wave 1 and the enrollment of the schools, grades or tracks tested in wave 2 added together equals the sum of the enrollment). DO NOT include any grades other than 2-11. DO NOT use attendance figures, fall enrollment, or number of pre-identified answer documents ordered.
3. Row B: Number of pupils exempted per IEP
For each grade, enter the number of special education pupils exempted from testing based on an IEP statement that they were not to participate in statewide testing programs for all content areas.
4. Row C: Number of pupils exempted per parent or guardian request
For each grade, enter the number of pupils who were not tested with any part of the test per written request of their parents/guardians.
5. Row D: Total number of pupils tested
For each grade, enter the number of pupils who were tested (i.e., the number of test booklets or answer documents submitted for scoring). For each grade this row must be equal to or less than Row A minus (Row B plus Row C). **If some students were not tested as mandated, attach a written statement explaining why those students were not tested. As a reminder, districts are mandated to provide two makeup days for the testing of previously absent pupils.**
6. Row E: Number of pre-identified answer documents
For each grade, enter the number of tests administered with pre-identified test booklets or answer documents or with pre-coded bar code labels affixed to the document.
7. For each row, sum the numbers for all grades tested and enter in the "Total Column."
8. Print or type the district superintendent's or charter director's name and the STAR coordinator's name where indicated. Have both sign the certification statement and date the form.